

**PROBUS CLUB OF BEAUMARIS INCORPORATED
UNDER THE
ASSOCIATION INCORPORATION REFORM ACT 2012**

STANDING RESOLUTIONS



**20 NOVEMBER 2012
LAST AMENDED 20 MARCH 2018**

SIGNED

.....

.....

ROGER WILSON
PRESIDENT 2018

JOHN SMYTH
HON. SECRETARY 2018

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STANDING RESOLUTION	DATE ADOPTED	DATE AMENDED
<p>1. COMMUNICATIONS</p> <p>1. Postal Address</p> <p>The Club will maintain a Post Office Box at the Black Rock, Post Office. The Club's registered mailing address is PO Box 57, Black Rock 3193.</p> <p>2. Grapevine</p> <p>An email 'pass-on' register is to be established and maintained to quickly notify members of deaths etc.</p>	<p>18 Mar 03</p> <p>19 Nov 02</p>	<p>20 Feb 07</p>
<p>2. FINANCE</p> <p>2.1 Joining Fee</p> <p>Persons joining the Club shall pay a joining fee of \$60 together with an initial annual subscription of \$70. The subscription to be reduced on a quarterly prorated basis where a person joins during the quarter ending:</p> <p>31 March Payable in full 30 June Three quarters 30 September Half 31 December Quarter</p> <p>2.2 Annual Subscription</p> <p>The annual subscription payable by members is \$70. A reduced subscription of \$65 will be accepted if it is paid on or before the 31st January.</p> <p>2.2.1 Direct Transfer of Annual Subscriptions</p> <p>Members may pay their annual subscriptions by Direct Transfer Into the Club's cheque account.</p>	<p>16 Jan 01</p> <p>1987</p>	<p>21 Sept 04 20 Nov 12 21Mar17</p> <p>21 Sept 04 19 Dec 06 20 Nov 12 21Mar17</p> <p>16 Oct 07 21Mar17</p>

STANDING RESOLUTION	DATE ADOPTED	DATE AMENDED										
<p>2.3 Allowances</p> <p>Non Accountable allowances for the financial year are:</p> <table data-bbox="247 369 694 593"> <tr> <td>President</td> <td>\$50</td> </tr> <tr> <td>Secretary</td> <td>\$50</td> </tr> <tr> <td>Treasurer</td> <td>\$50</td> </tr> <tr> <td>Functions Co-Ordinator</td> <td>\$50</td> </tr> <tr> <td>Almoner</td> <td>\$50</td> </tr> </table> <p>2.4 Fines Tin</p> <p>The content of the fines tin is from time to time to be donated to a charity as determined by the President and Treasurer.</p> <p>2.5 Bank Accounts</p> <p>2.5.1 A cheque account is to be maintained with the Commonwealth Bank of Australia with the President, Vice President, Treasurer, Secretary and Functions Coordinator registered as signatories (any two of whom to sign cheques).</p> <p>2.5.2 The above account shall be linked to a Netbank Saver A/C. A term deposit account is also to be maintained.</p> <p>2.5.3 The Treasurer is authorised to open an Internet Banking A/C and he and the Functions Coordinator are authorised to make normal transactions on that A/C. Both the Treasurer and the Functions Coordinator are authorised to use internet banking to access the accounts.</p> <p>2.5.4 The Treasurer is authorised to open a Bendigo Bank [Beaumaris Branch] Society Cheque Account to enable the provision of a Debit Card for the Functions Co-ordinator. The Treasurer is to have online access and the balance of the account to be restricted generally to \$500 but may be adjusted up to meet requirements for bigger Functions.</p>	President	\$50	Secretary	\$50	Treasurer	\$50	Functions Co-Ordinator	\$50	Almoner	\$50	<p>19 Mar 02</p> <p>19 Feb 02</p> <p>21 June 06</p> <p>20 June 06</p> <p>19 June 07</p>	<p>15 Feb 05</p> <p>15 May07</p> <p>16 April 13</p> <p>21Mar17</p> <p>21Mar17</p> <p>20 Mar 18</p>
President	\$50											
Secretary	\$50											
Treasurer	\$50											
Functions Co-Ordinator	\$50											
Almoner	\$50											
<p>2.6 Accountable Expenses</p> <p>Accountable expenses incurred by any member may be submitted for approval by the Management Committee.</p>	<p>17 April 07</p>											

STANDING RESOLUTION	DATE ADOPTED	DATE AMENDED
<p>3.FUNCTIONS</p> <p>1. Approval Club functions are to be formally approved by the Management Committee [Primarily for insurance purposes].</p>	20 Aug 02	
<p>3.2 Ladies Name Badges Ladies name badges are to be red in colour and fixings will be magnetic.</p> <p>3.3 Sub-Committee The Functions Co-Ordinator is to be aided by an assistant.</p>	20 Aug 02 20 Mar 10	21Mar17 21Mar17
<p>4. EQUIPMENT</p> <p>1. Batteries Back up-batteries are to be on hand at meetings.</p>	19 Mar 02	
<p>5. EXTERNAL LINKS</p> <p>1. Twin Club The Management Committees of the Probus Clubs of Beaumaris and Mississauga South (Toronto, Canada) agree to the “twinning” of the two clubs to further friendships and the exchange of ideas and information.</p>	July 2000	
<p>6. GUEST SPEAKERS</p>		

STANDING RESOLUTION	DATE ADOPTED	DATE AMENDED
<p>1. Presentation</p> <p>Prior to each meeting, the Secretary will select a member to thank the speaker and present a bottle of wine or other appropriate gift of value less than \$40. [The “thanker” should be somebody of ability at the task and preferably have a “link” to the speaker such as a similar background]</p> <p>6.2 Payment of Guest Speaker’s Lunch</p> <p>The President will pay for the lunch of the guest speaker and will be reimbursed from time to time.</p>	<p>18 Mar 02</p> <p>16 July 02</p>	<p>21Mar17</p> <p>19 Jun 07</p>
<p>7. MANAGEMENT COMMITTEE</p> <p>1. Size:</p> <p>1.1. The Management Committee for the 12 months from AGM to AGM will consist of the five elected Officers (being President, Vice President, Secretary, Treasurer and Immediate Past President) and up to six other Officers as Committee members.</p> <p>1.2. The Immediate Past President shall stand down from committee after 12 months as Immediate Past President.</p>	<p>15 Feb 05</p> <p>20 Mar 12</p>	<p>20 Nov 12</p> <p>21Mar17</p> <p>20 Nov 12</p>
<p>7.2 Nominations</p> <p>Nominations for the positions of Vice President, Secretary, Treasurer & other members of the Committee shall be made in the form specified in Attachment 2.</p> <p>7.3 Portfolios</p> <p>The Incoming President is responsible for the allocation of portfolios to other Officers.</p> <p>8. MEETING LUNCHEON</p> <p>1. President’s Table</p> <p>1.1. The President will delegate a member to arrange seating at the Presidents table.</p>	<p>1987</p> <p>18 Nov 03</p> <p>15 Feb 05</p>	<p>15 Feb 05</p> <p>20 Nov 12</p>

STANDING RESOLUTION	DATE ADOPTED	DATE AMENDED
<p>8.1.2 Seating at the President's table is to include the guest speaker and his "thanker", the 10 minute speaker, any special guests, and new members with their proposers.</p> <p>8.1.3 The arrangement to serve the President's table first is to be preserved with the caterer.</p>	<p>20 Aug 02</p> <p>20Aug 02</p>	<p>15 Feb 05</p>
<p>9. MEMBERSHIP</p> <p>1. Application Form</p> <p>A written application for membership of the club shall be made on the form specified in Attachment 1.</p> <p>9.2 Membership Numbers</p> <p>There will be no restriction on new memberships at the current time.</p>	<p>1987</p> <p>17 Sept 02</p>	<p>15 Feb 05</p> <p>20 Nov 12</p>

STANDING RESOLUTION	DATE ADOPTED	DATE AMENDED
<p>9.3 Life Membership</p> <p>Life membership may be conferred upon a member who has rendered sustained outstanding service to the Club.</p> <p>Outstanding can mean exceptional, excellent or first rate and service can mean duty, support or assistance. It should take into account offices held, interest groups led and support of groups, functions and activities.</p> <p>Sustained means for a continuous period of 10 years minimum.</p> <p>Nomination for Life Membership shall be made on the form specified in Attachment 3 signed by the proposer and seconder to the Secretary for consideration by the Committee.</p> <p>A sub-committee of 3 will be appointed by the Committee to review the nomination. One of the sub-committee shall have equal or longer membership in the Club than the nominee. The sub-committee shall make a recommendation within 2 months to the Committee.</p> <p>When approved by the Committee, the nomination shall be referred to the next general meeting of the Club for confirmation.</p> <p>Life members shall not be required to pay the annual fee.</p> <p>There shall be a maximum of 5 life members at any one time.</p> <p>The Committee shall consider annually if any member warrants life member nomination.</p>		20 Mar 18
<p>3.1 Life membership is conferred on Past President Max Parsons</p>	1997	
<p>3.2 Life membership is conferred on Past Secretary Hugh Stevens</p>	1998	
<p>3.3 Life membership is conferred upon Past Almoner Andrew Watson.</p>	2005	21Mar17
<p>3.4 Life membership is conferred on Past President and Past Secretary Barry Amond</p>	2010	
<p>3.5 Life membership is conferred on Past President and Past Newsletter Editor Geoff Wade</p>		20 Mar 18
<p>3.6 Life membership is conferred on Past President and Almoner Noel Ineson</p>		20 Mar 18

STANDING RESOLUTION	DATE ADOPTED	DATE AMENDED
<p>9.4 Ten/Twenty/Thirty Year Membership</p> <p>Ten/Twenty/Thirty year Probus pins are to be individually presented to members at the monthly meeting which is the 10th/20th/30th anniversary of their joining.</p> <p>Present 30-year, 20-year and 10-year pins to members to recognize the anniversary of the calendar year in which they joined in the months of June, July and August respectively.</p>	<p>15 June 1999</p>	<p>21Mar17</p> <p>20 Mar 18</p>
<p>10. MEMBERS REGISTER</p> <p>1. Distribution</p> <p>The members' information and photograph register is not to be forwarded to other Probus Clubs. On the Club's website it is to be listed in the password-protected section.</p>	<p>16 April 02</p>	<p>21Mar17</p>
<p>11. NEWSLETTER</p> <p>1. Frequency</p> <p>A newsletter will be forwarded to members and the wives of non-active and deceased members (as required) prior to each Ordinary Meeting via the Club's website.</p> <p>2. Hand Delivery</p> <p>Hand delivered newsletters are to be delivered without envelopes.</p>	<p>1987</p> <p>16 July 02</p>	<p>19 June 07</p> <p>21Mar17</p>
<p>11.3 Newsletters from other Clubs</p> <p>The Secretary will arrange for the newsletters etc received from other Clubs to be circulated to the President, the Vice President and the Functions Co-Ordinator for their information.</p>	<p>16 Sept 03</p>	
<p>11.4 Newsletters to other Clubs</p> <p>The Newsletter Editor will distribute copies of the newsletter to other local Probus Clubs and our Twin Club.</p>		<p>18 July 00</p>
<p>12. ORDINARY MEETINGS</p> <p>1. Frequency</p> <p>The monthly meetings of the Club will be held on the Third Tuesday of each of the months January to November unless circumstances arise in which case due notice will be given to members.</p>	<p>1987</p>	<p>16 April 02</p>

STANDING RESOLUTION	DATE ADOPTED	DATE AMENDED
<p>2. Meeting Place</p> <p>The Club's meetings will be held at a place or places as deemed fit and appropriate by the Committee after due consultation with club members.</p>	1987	17 Aug 04 21 Feb 12
<p>3. Duration</p> <p>Meetings will commence at 10 am and be finished by 12.15 pm.</p>	1987	19 Feb 02
<p>13. PUBLIC OFFICER</p> <p>13.1 Responsibility</p> <p>The Secretary is the Public Officer of the Club.</p> <p>[Role is specified in the Associations Incorporation Reform Act 2012. The Public Officer is the Club's main point of contact with Consumer Affairs Victoria, the body responsible for administration of the Act].</p>	1987	21Mar17
<p>14. RECORDS</p> <p>1. Standing Resolutions</p> <p>The Secretary will maintain a list of Standing Resolutions with the dates of adoption by the majority of Club Members.</p>	16 Nov 04	21Mar17
<p>2. Archives</p> <p>Preservation of Records</p> <p>Although material relative to the history of the club will be burnt to disk or other digital format, it is also to be retained in its original document form; routine old items such as outdated cheque butts are to be discarded.</p> <p>3. Archives Manager</p> <p>The position of "Archives Manager" is to be maintained with the responsibility of preserving and updating club records.</p>	14 May 02 16 Mar 04	21Mar17

STANDING RESOLUTION	DATE ADOPTED	DATE AMENDED
<p>16 MEMBERS' PRIVACY</p> <p>16.1 Compliance with the Privacy Act</p> <p>In order to comply with the Privacy Act 1998 members' permission is sought in the Membership Application form for the publication of personal information in the Members Register. The Members Register carries a notice regarding the confidentiality of its content.</p>	20 May 08	
<p>17 RISK MANAGEMENT</p> <p>17.1 Emergency requiring evacuation of the building during a meeting.</p> <p>a) If the alarm sounds all activity will cease and members will evacuate the premises under the direction of the Meeting Coordinator. The MC or his Assistant will ensure the attendance register is available to check off members in the event of an evacuation.</p> <p>b) The MC will decide exits to be used and assembly point outside.</p> <p>c) The role of Management Committee Members will be to guide the evacuation and help members with disabilities.</p> <p>d) Members must not leave the site until permission is given.</p>	20 May 08	
<p>17.2 Emergency on an outing.</p> <p>a) The most likely emergency on an outing is a road accident but, whatever the event, the person holding the attendance list will cooperate with the authorities and the contractor's representative in marshalling and checking our members and visitors.</p> <p>b) On overnight and extended trips a copy of the attendance list must be given to the coach driver.</p>	20 May 08	
<p>17.3 Medical emergency</p> <p>a) At a monthly meeting –</p> <p>i) Facility Management will be advised immediately by the Meeting Coordinator (M.C). The Facility Manager will assume control and be responsible for ringing for an ambulance and providing immediate first aid.</p> <p>ii} If a Facility Management staff member is not immediately available the MC will ring for an ambulance.</p> <p>iii) A Management Committee Member will ensure that the area around the patient is clear and, if requested by the facility staff, arrange to clear the room.</p> <p>b) On trips/outings -</p> <p>In general we will be in the hands of the operator or coach driver.</p>	20 May 08	20 Nov12 21Mar17

17.4 Risk Assessment

20 Mar 18

The Club's objective for activities, events and visits is not only to provide enjoyable experiences and events but also to ensure the health and safety of its members and guests when engaged in activities approved by the Club Management Committee (CMC) and to ensure that they are covered by the Probus insurance policy by effective risk assessment processes.

a) Responsibilities

All members of the Beaumaris Probus Club Inc have equal responsibility for the health and safety of themselves and other members at club meetings and events. The club members responsible for organising events and special interest groups are responsible for carrying out a risk assessment based on a predetermined type of event assessment.

20 Mar 18

b) Functions Coordinator and Individual Interest Group Leaders

1. Establish a risk assessment for all types of club activities such as club meetings, club functions, visits & tours and special interest group activities. In conjunction with the committee ensure that risks are mitigated as much as is possible.
2. Prepare a list of members and guests attending each meeting, function and events and retain on file for 12 months.

20 Mar 18

c) Club Members

1. Individual members and guests are responsible for ensuring that when attending functions and events they are able to travel to and from the event and participate in the event unaided. If there is any doubt as to their fitness they should consult their GP before attending the event or function.
2. Probus insurance covers members and guests in travel to the event, during the event and return to home

20 Mar 18

d) Risk Assessment

In carrying out a risk assessment the following must be covered.

1. List the activities involved in the event
2. Identify any hazards involved in the event
3. Assess the level of risk in each hazard
4. Eliminate or minimise the risks. Document the actions taken
5. Advise the CMC of the risk assessment results
6. The Club Risk Assessment Form at Attached 4 will be completed for each club activity
7. Completed Activity Risk Assessments will be maintained on file by the Secretary, reviewed annually and updated as necessary

20 Mar 18

APPLICATION FOR MEMBERSHIP

I. (Please print full name)

hereby apply for Membership of the **Probus Club of Beaumaris Inc.**In the event of my admission as a Member. I agree to be bound by the rules of the Club.

Signature of Applicant.....Date.....

Proposed by (Block Letters) Signature
.....

Seconded by (Block Letters) Signature
.....

Kindly complete the details and submit the completed application to

**The Secretary, Probus Club of Beaumaris Inc.,
PO Box 57, Black Rock, Victoria 3193.**

FEES (to be paid before induction date):-

**Joining Fee (\$60). Annual Subscription (\$70) varies dependant on induction date.
Your fee will be advised by the Secretary in your letter of acceptance.**

MEMBERSHIP DETAILS — Please Print.

Surname Initials Date of Birth

Preferred name Partner's preferred name.....

Address

Phone..... Mobile.....Email.....

Emergency Contact: Name.....Phone.....
(Please print precisely)

THE FOLLOWING DETAILS ARE OPTIONAL

*Answers to the questions below will assist in producing a brief biography to accompany your photograph for inclusion in our Members' Register. Provision of any details is optional.
As the Members' Register is not confidential, only fill in as many details as you wish*

Born where..... Educated where

Honours or Awards..... Qualifications [LLB, CPA etc]

Hobbies and sporting interests

.....

Background: - (civilian occupation/s. voluntary & honorary service. military service.)

Photograph

Your photograph will be taken by our Club Photographer for inclusion in the Members' Register. Biographical lists are distributed to fellow members of Beaumaris Probus as an aid to better recognition between members. Please note that the details you provide will not be confidential.

Approved by Committee Member notified Badge & name bars Added to Register Mailing List

Application to Stand for Election to Committee

I, [please print name]

wish to stand for election to the Management Committee at the forthcoming Annual General Meeting and I am prepared to serve in the office of :—

[Kindly tick one or more of the following positions]

VICE PRESIDENT (President-Elect)

HON SECRETARY

HON TREASURER

COMMITTEE

Candidate's Signature Date

Proposer

Name

(Block Letters)

Signature

Attachment
Probus Club of Beaumaris
Nomination for Life Membership

Name of Member nominated:

Proposed by (block letters):

Date: Signature:

Seconded by (block letters):

Date: Signature:

Details of how the nominee has rendered sustained outstanding service to the Club including positions held and activities undertaken with relevant dates:

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Date Approved by Committee:

Date Confirmed by Members:

